

DDA 85-0060/22

7 June 1985

MEMORANDUM FOR: Director of Central Intelligence

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 7 June 1985

DDA REGISTER  
100-15

1. Progress reports on tasks assigned by the DCI/DDCI:

None.

2. Items/events of interest:

b. The Executive Development Elective Seminar on "CIA and Public Affairs" was convened for three half-day sessions beginning 28 May. Twenty-two SIS officers representing all directorates and the DCI area participated. The program was moderated by Dr. Caroline Westerhof, Visiting Professor, Air War College. Highlights included discussion of two case studies, the ABC-FCC case and a recent case involving misdirected mail. In the final session, Herbert Schmertz, Vice President for Public Affairs, Mobil Oil Corporation, addressed the group. He was accompanied by Peter Spina, Mobil's General Manager for Government Relations. Also at the final session was [redacted] Chairman, DCI Security Committee, who discussed the subject of "leaks."

c. In a series of phone conversations involving the Office of Training and Education and Commander Dan Carlin, staff aide to Dr. Paul Seabury, a member of PFIAB, Commander Carlin sought information relating to the following questions: percentage of case officers by sex in each Career Trainee Development Course (CTDC) from the January 1983 CTDC to the present class, the annual attrition rate for Career Trainees (CTs), hiring standards for CTs as they relate to intellectual ability, language skills CTs have upon entry on duty, the success which the Office of Training and Education Language School has in giving CTs the language skills they need, and the degree to

**S E C R E T**

which the Deputy Director for Intelligence is availing himself of the CT Program in terms of numbers of new hires he is sponsoring for each CTDC. The information sought was provided and is being incorporated into a PFIAB report on the CT program.

25X1

e. There are 158 Security Escorts on board, of which 42 are full-time, 87 are part-time and 29 are intermittents. Two hundred and four Security Escorts are in process. Requests for 1,058 Security Escort assignments received during the reporting period far exceeded available resources. By rearranging schedules and doubling up in some cases, all contractors were accommodated.

25X1

h. Twenty Agency employees were selected and reassigned to upward mobility positions as a result of the 1985 Upward Mobility Program conducted by the Office of Equal Employment Opportunity/OP. Nine of the selectees moved across Directorate lines. Of those selected, 65% were female (9 white, 4 black), and 35% were male (5 white, 2 black). This is by far the best racial and sexual mix of any of the past upward mobility programs and represents an outstanding accomplishment.

i. The Chief, Central Travel Services/OP (CTS), met with the Director of Management, Planning, and Services/DI to discuss the DI's expressed interest in an automated travel system to serve the directorate. Efforts are currently underway to develop an Agency-wide travel system which would

**S E C R E T**

**S E C R E T**

automate and expedite the travel order, accounting, and cash reimbursement processing for Agency travellers. The DI offer to join CTS in developing the automated system and to use the DI as a test bed was readily accepted. The additional impetus and higher profile for the TRAVELER project can only help bring it to reality sooner.

25X1

k. During the month of May, OIT completed 234 terminal installations/relocations. We have received 238 new requests for terminal installations, giving us a current backlog of 1367.

l. The South Parking Lot walkway, built to redirect pedestrian traffic around the new building project construction activity, was opened for employee use on 31 May. The walkway is a well-marked, lighted, asphalt path which runs through the wooded area adjacent to the Headquarters' southwest entrance.

m. During the reporting period, contractors began repairing Headwall 3, a 36-inch diameter drainage pipe and concrete headwall located across the perimeter fence from the Northeast entrance to the Headquarters building. This is the exit point for drainage water that comes from the north section of the compound. The project is expected to take one month to complete and involves sloping the banks of a 240-foot section of creek, implanting stones to reduce erosion, and reconstruction of the headwall. Additionally, Headwall 2, which is located across the fence from the entrance to the executive garage, will be repaired in the same manner upon completion of Headwall 3. When construction is finished all disturbed areas will be returned to their natural condition.

n. Commencing 3 June 1985, Allied Eastern States Maintenance Corporation began generating two megawatts of electrical energy during the heavy demand periods (0730 to 1630 hours), Mondays through Fridays. By supplementing service provided by Virginia Power Company, we anticipate a reduction of about \$250,000 annually in peak demand charges.

25X1

p. On 30 May 1985, members of the Real Estate and Construction Division (RECD), OL, met with the Special Assistant to the Director of

**S E C R E T**

25X1

25X1

25X1

**3. Significant activities anticipated during the coming week:**

On Thursday, 13 June, the DDA will meet with [redacted] and Keith Hall (SSCI) to brief them on the Child Day Care Center.

[redacted]  
**Harry E. Fitzwater**

25X1 DDA/MS [redacted] .ne85: [redacted]  
Orig - DCI  
1 - DDCI  
1 - EXDIR  
25X1 1 - OLL [redacted]  
1 - Ea. DA OD (via AIM/Wang)  
1 - SSA/DDA  
1 - DDA/CMS  
1 - DDA/MS  
1 - DDA/EEO  
1 - DDA Subj  
1 - HEF Chrono  
1 - EO Subj